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IHC-D-113.5/11

18 June 1971

UNITED STATES INTELLIGENCE BOARD

INTELLIGENCE INFORMATION HANDLING COMMITTEE

MEMORANDUM FOR: Distribution List Attached

SUBJECT: Information Science Training Report, RCS: DIA-OA-T2

- REFERENCES:
- a. IHC Memorandum, same subject, IHC-D-113.5/10, dated 9 July 1970
 - b. Annex B, Education and Training Report, to the IHC Third Annual Report, dated 1 July 1970
 - c. IHC Memorandum, subject: "Annual Report on Intelligence Information Handling," IHC-D-130/6, dated 27 April 1971

1. This memorandum is the call for input reports for the Education and Training Annex to the Fourth Annual Report [redacted] the Intelligence Information Handling Committee (IHC) as indicated in subparagraph d. on pages 12 and 13 of Attachment B to reference c. Reference c. is the call for input reports for [redacted]

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2. The Training Annex [redacted] will follow the same general format as the one used in the Training Annex [redacted] and the guidance provided in reference a. Changes have been made to the guidance, as noted below, in order to provide assistance in the preparation of contributions to [redacted] Page numbers given in succeeding paragraphs refer to [redacted] Additional assistance on this guidance can be obtained by contacting the Education and Training Subcommittee members or the IHC Support Staff [redacted]

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a. Introduction

No contributions are requested from member organizations. This section will be prepared by the IHC Support Staff.

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b. Statistics

- (1) Table 1, page 6. The subtitles of Table 1 have been changed (see Attachment B) as well as a portion of the guidance. Member organizations are requested to provide totals only for columns entitled "Individual", "Students (Enrollment)", and "Students (User and System Personnel)". Do not provide a breakdown between Military and Civilian students. Instead, provide a percentage figure of the military students for the total figures given in all three statistical columns. If no distinction can be made between User and System Personnel, give a total figure.
- (2) Table 2, page 7. The title and subtitles have been changed (see Attachment C) as well as a portion of the guidance. The title of Table 2 will read: "STUDENT COMPOSITION FY-71 BY PROFESSIONAL LEVELS: CLERICAL, JUNIOR, MID-CAREER, AND SENIOR". Grade levels for students will be defined as: Clerical, GS-1 thru GS-6 and E1 thru E5; Junior, GS-7 thru GS-11, O1 thru O2, and E6 thru E9; Mid-Career, GS-12 thru GS-14 and O3 thru O5; and Senior, GS-15 and up and O6 and up. A breakdown of User and System Personnel in each of the above mentioned professional levels is still required.
- (3) Table 3, page 9 (see Attachment D). No change in guidance. All member organizations are requested to submit data for [redacted] as submitted for [redacted]
- (4) Table 4, page 12. The title has been changed (see Attachment E) as well as a portion of the guidance. Title of Table 4 will read: "SUMMARY OF COURSES AND STUDENTS BY CATEGORIES AND PERCENT DISTRIBUTION OF COURSES AND STUDENTS BY ORGANIZATION FOR FY-71". All member organizations are requested to submit both absolute number of students as well as percentage figures as indicated in Attachment E. The percentage figure should be recorded below the absolute number. This will make it possible to eliminate the statistical breakdown in Appendix [redacted]
- (5) Table 5, page 13 (Attachment F). No change in guidance. All member organizations are requested to submit data for [redacted]

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- c. Progress in Information Science Education Programs--Emphasizing Changes. No change in guidance. All member organizations are expected to contribute material under this heading as they did for last year's report.
- d. Value of Information Science Training Received. No change in guidance. All member organizations are expected to contribute material under this heading as they did for last year's report.
- e. Hiring of Experienced Personnel. No change in guidance. All member organizations are expected to contribute material under this heading as they did for last year's report.
- f. Education and Training Plans for FY-72. No change in guidance. All member organizations are expected to contribute material under this heading as they did for last year's report.
- g. Appendices.
 - (1) Appendix 1 (Attachment G). Minor change in guidance. Do not report percentage figures for the total of each column. Report these percentage figures in Table 4 as described in paragraph 2.b.(4.) of this memorandum.
 - (2) Appendices 2 thru 6. No change in guidance. All member organizations are expected to contribute material under this heading as they did for last year's report.

3. Contributions to [redacted] are to be provided to the IHC Support Staff, Room 4E24, CIA Headquarters, on or before 20 August 1971.

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[redacted]
Executive Secretary

Distribution List
(See Attachment A)

Attachments:

- A. Distribution List
- B. Table 1
- C. Table 2
- D. Table 3
- E. Table 4
- F. Table 5
- G. Appendix 1

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